

Dear

The PR department often grows unwieldly and even cold in the matter of contact between the director and his assistants. To combat this, in the future I hope to meet with a small portion of you one night a week, for cocktails and dinner in my college. This is but an attempt, but I think it will bring the whole department closer, and foster a greater exchange of ideas and of course, dirty jokes. If you would post haste drop a note in my box indicating which evening you prefer as most convenient for you to meet on during the next term we can begin at once. The available evenings are Monday, Wednesday, Thursday. We would meet about three times a month, the fourth meeting being one with the whole department. I hope that this meets with your approval and await your comment.

Sincerely,

KALTS

Ted Calleton  
Public Relations Director

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